PINE FOREST EDUCATION ASSOCIATION, INC.
PINE FOREST CHARTER SCHOOL

2257 E. Cedar Avenue, Flagstaff, AZ 86004

NOTICE OF PUBLIC MEETING MINUTES

3:30 p.m.

Monday, April 22, 2024

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Pursuant to Arizona revised Statutes (A.R.S. 38-431.02), notice is hereby given to the members of the Pine Forest Education Association, Inc., Pine Forest Charter School Governing Board, and to the general public, that the Directors and Governing Board will hold a public meeting, open to the public as specified below in the designated board meeting room at Pine Forest Charter School, Flagstaff, AZ. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time.

Pursuant to A.R.S. 38-431.03.A.2, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda, for protection of confidentiality of parties or to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Kelly Smith at 928-779-9880. Requests should be made as early as possible to allow time to arrange accommodation.

DATED AND POSTED this _____day of _____2024 at _____. Time: _____

By_____

Cindy Roe, Executive Director

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at

A. Verse: The Social Ethic - *The healthy social life is found when in the mirror of each human soul the whole community finds its reflection; and when in the community the virtue of each one is living.*

B. Mission: Pine Forest School provides an education of the whole child and is dedicated to helping individuals achieve their full intellectual, emotional, and physical potential in a sustainable and beautiful environment which reinforces integrity, understanding, respect, and trust. Guided by the Core Principles of Public Waldorf Education, we prepare our children to walk into the future with confidence and the necessary tools to create a better world.

C. Roll Call (X-present, A-absent): Ellen Ryan **X** Johanna Payton **X** Alex Carpenter **X**

Kate Mareck **X** Becca Dickerson **X** Ex Officio: Cindy Roe **X** Kelly Smith **X**

Guest/Faculty: Jesse Finney **X** Christi McMurray **X**

II. APPROVAL OF AGENDA: *Motion to approve agenda by Johanna Payton, second by Kate Mareck. Unanimously approved.*

III. APPROVAL OF MINUTES:

A. March 25, 2024

Governing Board General Meeting: motion to approve the March 25, 2024 General Meeting minutes by Alex Carpenter, seconded by Johanna Payton . Unanimously approved.

IV. CALL TO THE PUBLIC (This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01.G., action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

V. REPORTS

A. Faculty:

1. *Meetings There have been 4 faculty meetings since the last board meeting: March 27, April 3, 10 & 17, 2024*
    a. *Topics*
        1.Professional Development Meeting: Restorative Practices for Educators.
        2. Faculty Social Gathering: Smaller groups: Some went to Salsa Brava, others went to Starlite Lanes
        3. Discussion about the future of PFS regarding: Do we double track or not? At this time faculty agrees that it is not wise to plan on double tracking and opted to have Larger Classes and single tracking with the following considerations:
        4. Assistant and help `>25 students in a class.
        5. Teacher job security
        6. More $ for curriculum enrichment
        7. Health
        8. Greater student diversity/opportunities for relationship building/per connections.
2. *Professional development*
        a. The LETRS training classes. Module 5: Teaching Vocabulary
        b. Restorative Practices for Educators
        c. Many teachers have signed up for week-long summer training programs "Teaching as an Art" in preparation for moving up/down to a new grade.
        d. Compensation for time participating in Book Study: <u>Circle Forward: Building a Restorative School Community</u>; Carolyn Boyes-Watson & Kay Pranis forward by Nancy Riestenberg
3. *Class events/Field trips*
        a. 7th had a car wash on Sat. April 20
        b. 8th grade continues to sell pizza
        c. It's Play Season!
            1. 7th Grade performed Don Quixote

2. 3rd grade performed Noah's Ark

3. 8th Grade and 6th grade are practicing their plays

d. Pentathlon is coming up in April

e. 4th Grade will go to the Phoenix Zoo on May 1st,

4. Community service

a. Terra Birds is back on Thursdays. Students are working hard in the gardens and grounds

B. Director of Education:

1.FTE and enrollment

a. currently 227 students; 2 withdrawals, 1 new enrollment.

b. for FY 25: 228 students

Two Enrollment Fairs are scheduled in May for Kindergarten.

2. Academic performance

a. AASA testing completed; teachers currently capturing absent students so that all testing should be completed by next week.

b. AZELLA testing: 5 out of 19 students moved up in proficiency levels.

c. Galileo third inhouse benchmark assessments are scheduled for May 6 - 24.

3. Personnel

a. In the process of hiring a music teacher and a SPED teacher for FY 25.

b. Retirement party for April Cheema, May 18 at 4:30.

4. School safety

a. Sign in and Sign out - Tracking

Students

Parent volunteers

NAU Practicum Students

b. Continuous reminders to keep windows and doors locked during school hours.

1. Unknown male entered the west doors from the playground. Now doors are locked for west facing double doors in Kindergarten as well as grades entrance/exit to parking lot.

2. ADMIN changed the procedure for Kindergarten pickup. Teachers bring kindergarten ½ day students to the parking lot gate

3. Continued partnership/communication with Justin DeNardi from FUSD.

4. Social Emotional Care of Staff and Students - Positive School Climate

5. Professional Development

a. Teachers continue in their LETRS training mandated by the state for all K-5 teachers who teach ELA must complete all courses and pass a state test for certificate.

b. Teachers have completed the AASA and AZSCI training for administering the state test.

c. See February's Director of Ed report for information regarding Professional Development.

d. Added book study as Johanna reported - Circle Forward

e. Working on Professional Development for the SY 25 school year.

1. CPR and First Aid certification - Personal Friend to support the training for Free

2. Universal Design for Learning - Grant Funded from partnership with Coconino County

3. Mental Health Suicide Prevention Training - (Faculty, staff. And parent community) Grant funded by a new partnership with NACA - Native American for Community Action.

C. Executive Director:

1. Funding/Enrollment

September ADM 202.37
October ADM 209.57
November ADM 208.83
December ADM 208.33
January ADM 208.39– 100th day January 29- funding becomes fixed
February ADM 208.131
March ADM 208.40
April ADM 208.61

2. Financial report

Tax- Credit to date- TY 23 - $14,825. - so far

3. Building/Property/Operations

a. Operations

1. One workmans comp- substitute

2. One student accident claim- broken tibia

b. County compliance - Kitchen and Building License- current

c. Coconino County

1. Kitchen

a. Commissary Approved for Small Batch Kitchen

2. PFS

a. Caulking behind sinks

b. Better seal on walkin

d. State Fire Marshal Return

1. Working with integrated sound on mechanism -

2. Fire retardant curtain issue

3. Panic bar in KG not fixed

e. Site

1. Playground quote with install

$45,612.96 -
Mid-July installation 7/19

2. Exterior - Fascia, Sign, Gutters

No longer working with Herron Design - goal by Aug 1, 2024

3. Parking lot

Quote coming from Copper State this week
4. Exterior Signs
Signarama consultation Apr 23, 2024
5. Ladders for safety escape- must outfit for very wide sills over 11 Inches

4. Staffing

5. Legal/Audit

a. John Todd CPA - Jennifer Tewhill - Begins June 17 & 18 onsite - return in October for final inspection.

6. Fundraising/Marketing

a. Facility Use –

1. Camp - Flagstaff Exploration Community - 24 possible 4-12
2. Sambatique continues
3. Young Jammers
4. Kitchen working with Current Family Business Small Batch-
5. Flagstaff Mountain Town Market PFS parking lot - July - October
6. Gardeners Market - May - June

b. Enrollment Events

1. Enrollment Fair - Kindergarten and Preschool May 4 & 18
2. Flyers
3. Banners for event

7. City/State/County/Federal/ Waldorf community

a. ***ACWE-*** *April 6 Meeting 9:00 - Desert Star - Diane Graber -*
b. Foundation- has not met

8. ADE, ASBCS, Other State

a. Title I
1. Title I Teacher

2. Parapro

b. Title II

1. Stipends for 3 mentors

c. Title IV

1. Terra Birds

d. IDEA

1. Special Education Coordinator

e. SRSA

1. Possible Counseling supplemental to expenses

D. Pine Forest Foundation:

1. No report; Foundation has not met.

E. Committees:

VI. ACTION ITEMS: Discuss and possible action (The Board may elect to convene an Executive Session for protection of confidentiality of parties. No formal action can take place at this time. Any further consideration of the topic will be placed as an agenda item for a future Board meeting. At the conclusion of the Executive Session, the Board will adjourn the executive session with no action being taken.

A. Approve change of status from active to dormant of Pine Forest Foundation, Inc., beginning July 1, 2024 until future action by Pine Forest School Board. *Ellen Ryan moves to do so. Second by Alex Carpenter; unanimously approved.*
B. Cap the FY25 Exceptional Student Service IEP count at 35 with currently enrolled student referrals as exceptions to the cap number. *Motion to approve by Ellen Ryan, second by Alex Carpenter, unanimously approved.*
C. Approve contract for Noelia Rivera, Spanish Teacher. *Move to approve by Alex Carpenter, second by Ellen Ryan. Unanimous.*

VII. PERSONNEL (The Board may vote to convene in Executive Session)

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. DISCUSSION

XI. ADJOURN (Next Regular Board Meeting May 13, 2024 at 3:30 pm.)

Submitted by Kate Mareck, Secretary, on April 26, 2024

Agendas and Minutes are available on the PFS website.